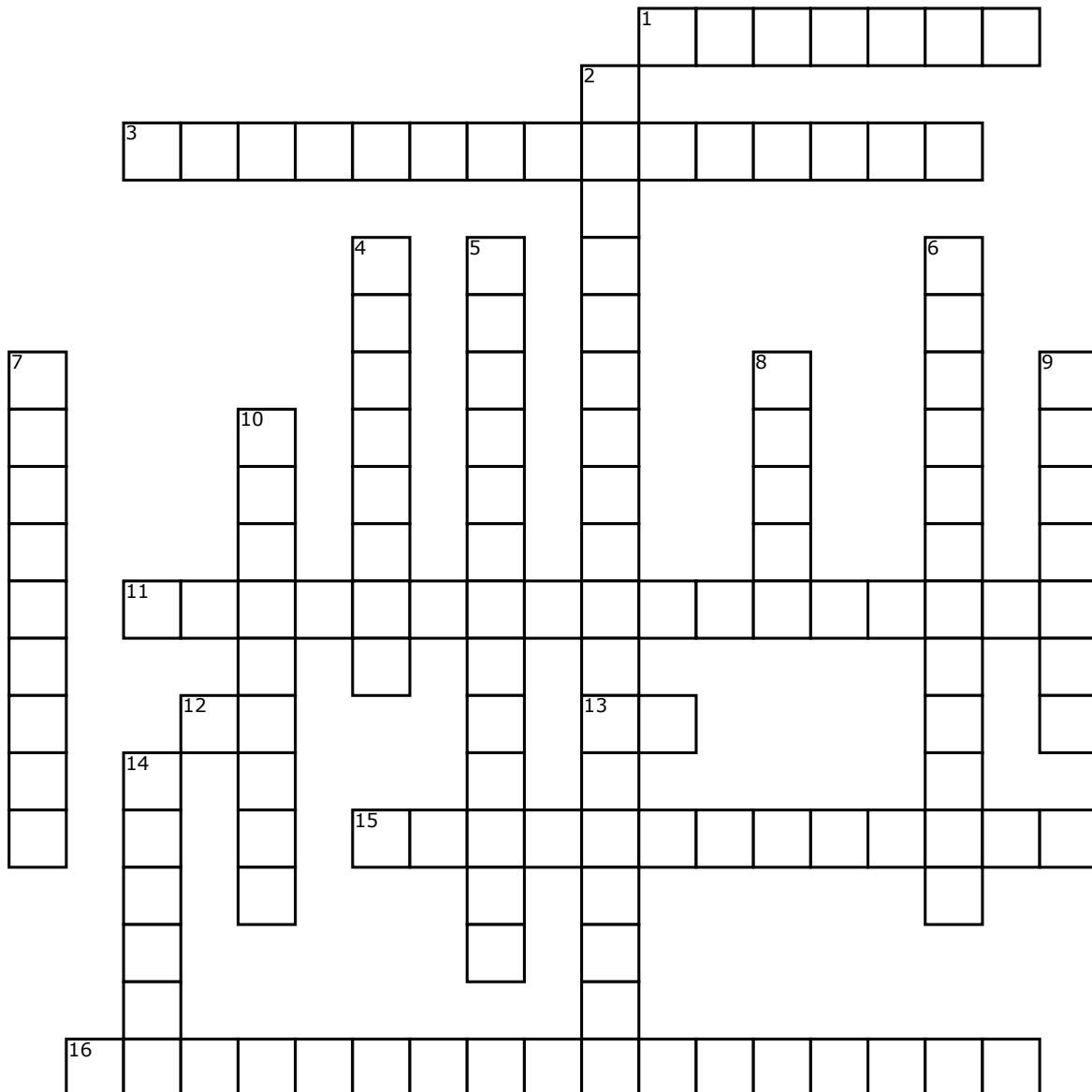


Name: _____

Date: _____

Period: _____

Microsoft Word Vocabulary Terms Crossword



Across

- 1.** One or more functions that are placed inside a main function. More specifically, the nested functions are used as an argument for the main function.
- 3.** A location that collects and stores up to 24 copied or cut items that are then available to be used in the active workbook, in other workbooks and in other Office programs
- 11.** Cell reference that doesn't adjust when you copy or move a formula. It includes a symbol (such as \$) before both the column letter and the row number (\$B\$5)
- 12.** When the logical test is true, it returns one value. Otherwise, if the function is false, it returns a different value
- 13.** Future Value returns the anticipated purchasing power of currency based on the number of years, interest, and inflation rates

- 15.** A formatted series of text or numbers that are in normal sequence such as months, weekdays, numbers or times
 - 16.** A reference to a cell or range on a sheet in another Excel workbook, or a reference to a defined name in another workbook.
- Down**
- 2.** A cell reference that uses an absolute column or row reference, but not both.
 - 4.** Feature that extends a series, copies data or copies a formula into adjacent cells
 - 5.** Ribbon tabs that appear in context with the task being performed
 - 6.** A form of algebra that employs only two values True OR FALSE. Originally developed by a 19th century mathematician name George Boole. It works especially well with the computers due to their binary number system. A bit with the value True correspond to 1, and a bit with the value

- 7.** Located in the bottom left corner. It indicates ready, enter, edit, and point
- 8.** The location within which Excel recognizes a named range, which is either a specific reference or the entire workbook. Of you set the scope of a named range to Workbook, you can reference the named range on any sheet in the workbook
- 9.** Thumbnail display of options available for formatting
- 10.** Allows the user to create a new column of data by providing a few examples of how existing data should be used
- 14.** Basic rules for constructing a formula, specifically one containing a function